

SAP Business Warehouse / Business Intelligence Reporting

Exercise 5 - Deleting an Existing Ad Hoc Query

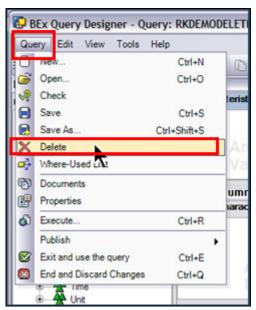
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials
General Topics - BW/BI Power Users

It is important that BW/BI Power Users manage the number of ad hoc queries they have created. Ad hoc queries that are no longer used need to be deleted by the BW/BI Power User that created them.

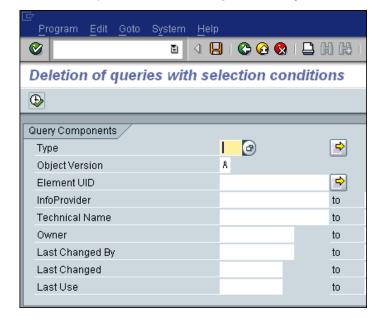
The following demonstration will show how to delete ad hoc queries:

- Delete individual ad hoc queries via BEx Query Designer
- Delete multiple ad hoc queries via transaction RSZDELETE





Via transaction RSZDELETE:



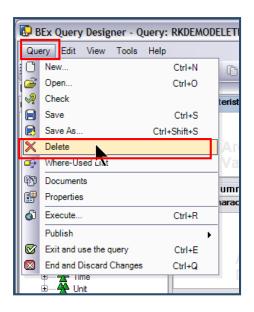


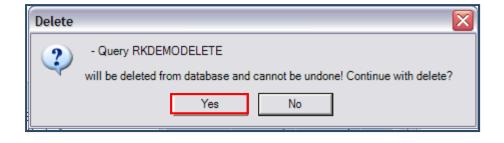
Note: BW/BI Power Users can only Edit or Delete ad hoc queries they created (Personal or Agency-specific)

The following demonstration will show how to delete a query using BEx Query Designer

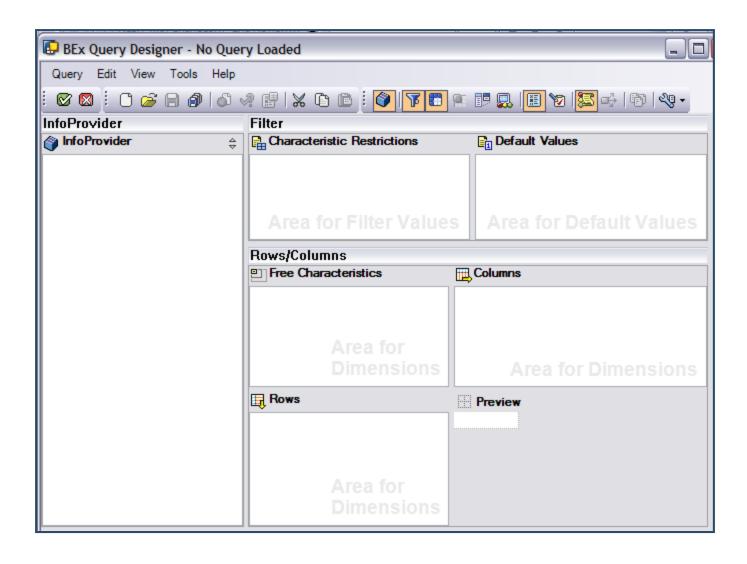
To delete an ad hoc query that has been opened in BEx Query Designer:

- 1. Click the Query options from the BEx Query Designer menubar.
- Select "Delete..."
- 3. At the prompt, "Query [Query Name] will be deleted....?", click Yes.



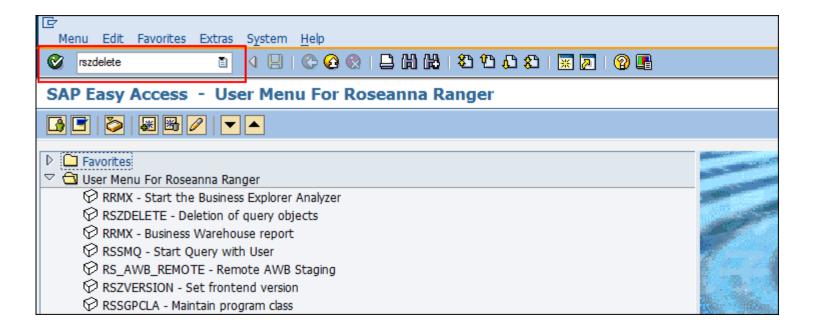


Result: The ad hoc query is deleted. The BEx Query Designer screen will be blank.

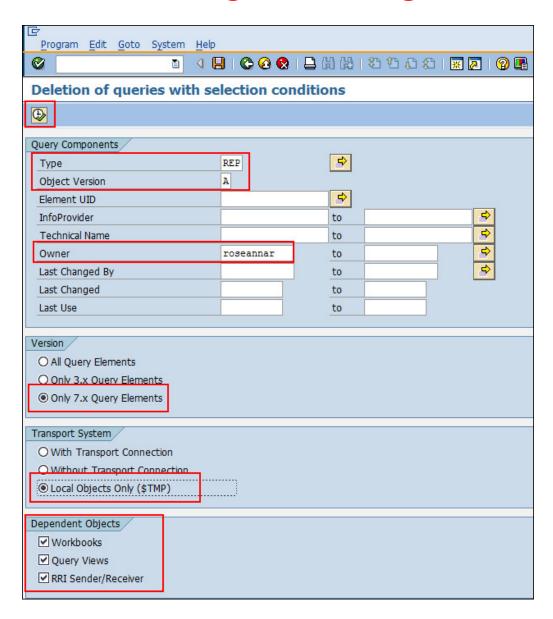


The following demonstration will show how to delete queries using transaction RSZDELETE

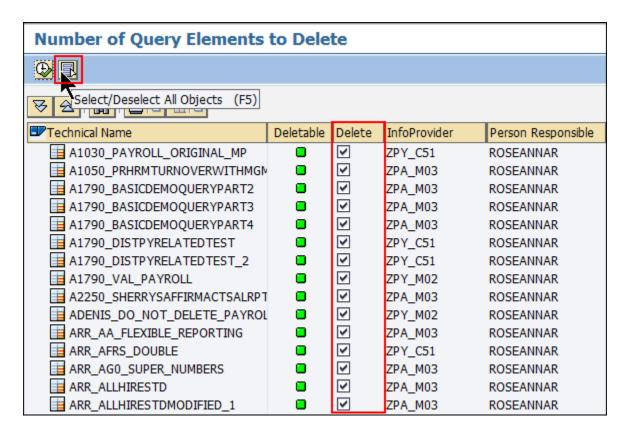
The transaction RSZDELETE allows Power Users to delete unused ad hoc queries they have created. Once you have logged into the environment that you need to delete queries from, enter transaction RSZDELETE in the command field and press enter or click the enter icon :



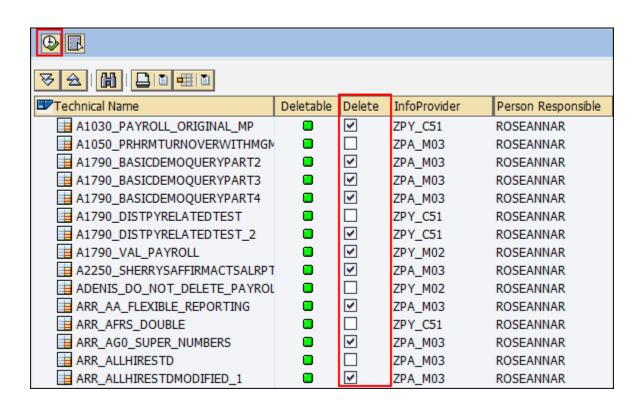
Enter your selection criteria and click the Execute icon .



All the queries "Owned" by the Userid you entered in the selection screen will be displayed. They will all be checked in the Delete column, use the "Select/Deselect All Objects" button to Deselect all of the queries:



Select the queries you want to delete and then click the Execute icon \bigselect:

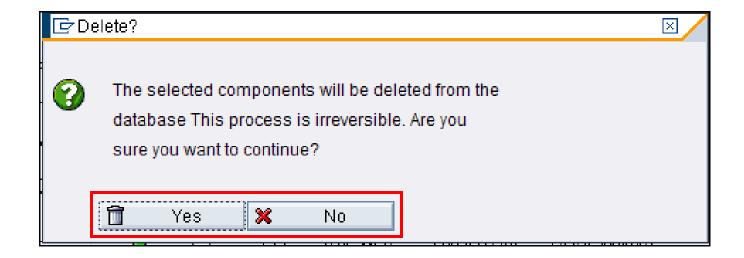


The "Delete?" box will be displayed.

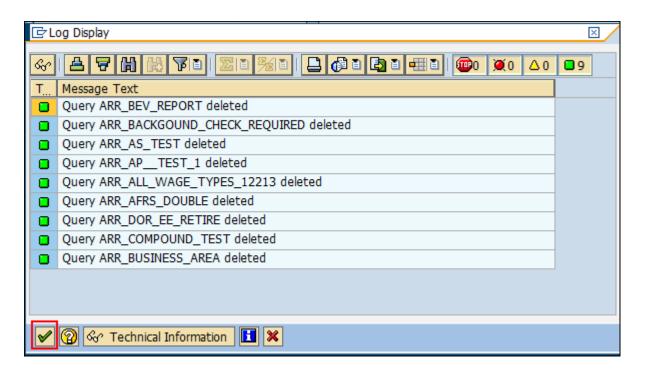
If you are sure you want to delete the selected queries, click the Yes Icon

Yes

If you decide that you don't want to delete the selected queries, click the No icon



If the Yes icon was selected, the queries will be deleted and you will get the "Log Display". Click the OK icon ✓:



The RSZDELETE main screen is displayed.

